CYNGOR TREF Y DRENEWYDD A LLANLLWCHAEARN

NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL

JOB DESCRIPTION

JOB TITLE:	DEVELOPMENT OFFICER
Post Number	
Location	Newtown & Llanllwchaiarn
Grade	LC1A
Scale Point	13 to 17 current £28,163 i £30,060
Hours per Week	37 hours per week, Monday to Friday, evening work will be required
Weeks per Annum	52
Accountable to	Development Manager
Accountable for	None

JOB SUMMARY:

- To assist the Development Manager deliver community development projects which will play a key role in supporting the Council build a strong, vibrant and sustainable community of Newtown and Llanllwchaiarn

KEY RESPONSIBILITIES:

1) Development

i) Community Engagement
   a) To assist the Development Manager work with communities in Newtown & Llanllwchaiarn to ascertain needs and priorities.
   b) To assist the Development Manager work with elected members, other staff, organisations and individuals within he community to bring forward projects that will bring tangible benefits to the community
   c) To assist the Development Manager to communicate, maintain and develop client and stakeholder relationships and working with others and managing partners and supplier relationships.

ii) Projects
   a) Supporting the Development Manager with delivery of projects.

iii) Marketing
   a) Supporting the Development Manager preparing, planning and project managing the publication of all publicity material to maximise brand and project promotion.

iv) Public relations
   a) Supporting the Development Manager in preparing and planning publicity materials.

v) Events
   a) Assisting the Development Manager in supporting the development, production and delivery of events delivering on time, within budget, that meet or exceed expectations

2) Council and Committees
   a) To assist the Development Manager with preparing agendas
   b) To attend at meetings when required, and in the absence of the Town Clerk or Democratic Services Manager or the Democratic Services Officer, servicing the committees/council in the taking of minutes
   c) To assist the Development Manager in preparation of reports and recommendations for meetings of Council and Committees as necessary.

3) Personal development
   a) To develop professionally by keeping knowledge, skills and networks up to date to ensure the efficient management of the council affairs
   b) To undertake such training as shall be directed by the Development Manager.

4) Other
   a) To undertake other duties as may be reasonably required by the Council so long as they are not inconsistent with any of the above, and commensurate to role and salary including assistance at meetings or civic and community events (which may take place during evenings and weekends) and taking into account the need for flexibility in working in a small organisation
   b) To carry out performance /service reviews of the Council's services in consultation with the Town Clerk and support the Town Clerk in the development and maintenance of council amenities.
   c) To provide support to and cooperate with other officers within the council as and when required and in particular during times of holiday and sickness
   d) To assist and co-operate with others on the implementation and operations of health and safety principles and practice as laid down in the Council's Health & Safety policies and arrangements
   e) To assist and co-operate with others on the implementation and operations of equal opportunities principles and practice as laid down in the Council's Equal Opportunities Policy
   f) To co-operate with and support the day to day activities of the council's designated volunteers.

Date prepared:	04/07/2025
Prepared by:	Resources Capacity & Capability Subcommittee

CYNGOR TREF Y DRENEWYDD A LLANLLWCHAEARN

NEWTOWN AND LLANLLWCHAIARN TOWN COUNCIL

PERSON SPECIFICATION

JOB TITLE:	DEVELOPMENT OFFICER
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ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications & Training • Education to National Qualification Framework level 3 or equivalent	• Relevant Degree and/or appropriate management or professional qualification or demonstrable experience of management experience within a corporate environment
Knowledge and Experience • Experience of at least one of the following – Community Development Marketing, PR & Events Management, Projects Delivery • Business administration experience, including, report writing and general administration. • Strong administrative and clerical skills • Experience of dealing with members of the council and of the public in a busy and varied environment and with tact and diplomacy	• Experience of supporting project delivery, supporting programmes of service and change • Experience of assisting with writing grant funding applications • Knowledge of Newtown and Mid Wales
Skills/ Abilities • Strong working knowledge of Microsoft Office suite of applications • Confident when speaking in or to the public • Publication skills in Social Media and Website	• Ability to provide objective support to Councillors, Staff and others in a timely and coherent manner, including analytical report writing and analysis and presentational skills • Ability to interpret matters and interpret them for more general non-specialist listeners

• Organisational and time management skills • A team player, supportive, self-motivated, flexible, and able to demonstrate commitment and to motivate others • Excellent interpersonal skills • Ability to work in partnerships with others such as businesses, voluntary and community organisations	• Secure good working relationships with Councillors and other stakeholders • Excellent communication and customer service skills
Personal Characteristics • The ability to work flexible hours to include evenings and the occasional week-ends • Commitment to Equal Opportunities • Commitment to Health and Safety • Willingness to travel around the county	• Willingness to engage with the community and acquire knowledge of the local area • Able to gain and retain the confidence of Councillors, local community representatives, outside organisations • Ability to greet and pronounce simple Welsh Language words and phrases

Date prepared:	04/07/2025
Prepared by:	Resources Capacity & Capability Subcommittee